



VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD

JOB OPPORTUNITY

OFFICE ASSISTANT (G)
Main File Room
Permanent/Full-Time
\$1938-\$2588

POSITION SUMMARY:

Under the general supervision of the Offices Services Supervisor II, the Office Assistant (G) in the Main File Room is will perform the following clerical support duties.

ESSENTIAL FUNCTIONS:

- ✧ File all claims received in the Main File Room and re-file claims returned to the Main File Room.
- ✧ Process requests from staff to have claims pulled from the shelves or from archive boxes located at the State Records Center. Requests are made via the intranet or by completing a request form.
- ✧ Process incoming mail; open sort and distribute.
- ✧ Assemble and package bulk mail (letters/parcels) for mailing by United Parcel Service and Golden State Overnight.
- ✧ Separate and meter pre-sort and first class mail.
- ✧ Complete the bi-annual purge of the Main File Room by pulling all claims that are to be forwarded to the State Record Center for archiving, and pulling all claims that are to be destroyed.
- ✧ Perform mail messenger service within the building and to other state departments.
- ✧ Operate a number of office machines including an automatic letter opener, mail metering machine, and letter stacker/insertor.

GENERAL INFORMATION:

- ✧ The U.S. mailbags weigh up to an occasionally exceed 25 pounds and all messenger service involves retrieving mail and packages that occasionally weigh in excess of 25 pounds. The Board provides handcarts to transport these materials.
- ✧ A valid California Driver's License and a "clean" driving record are required for insurance purposes.

WHO MAY APPLY:

Current OA (G) or individuals eligible for appointment (*transfers, list eligibility, reinstatements*) to this classification may apply. **In addition to their application, candidates must submit a current resume and cover letter explaining their eligibility and their interest in this position. Applications will be screened and only the most qualified will be interviewed.**

"POSITION SUBJECT TO SROA AND RE-EMPLOYMENT LIST POLICIES AND PROCEDURES"

SUBMIT APPLICATION TO:

Victim Compensation and Government Claims Board
Human Resources Section, Attn: Phyllis Perez
P.O. Box 48
Sacramento, CA 95812-0048
(916) 324-8986 pperez@voc.ca.gov

**FINAL FILING DATE:
OCTOBER 5, 2004**

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. ****POSITION SUBJECT TO SROA AND RE-EMPLOYMENT LIST POLICIES AND PROCEDURES.****

Training & development assignments may be considered for most positions

California Relay Service: Voice line: 1-800-735-2922
TDD User: 1-800-735-2929

040-430-1441-001